

My Trips and Expenses

Location(s): myNKU → ESS Travel

Purpose: My Trips and Expenses is a central composition of all trip requests and expenses in all processing statuses. It allows the ability display/print, change, copy, or delete trips.

1. Click My Trips and Expenses

[My Trips and Expenses](#)

Display, change, copy, or cancel one of your existing travel requests or expense reports.

2. Highlight a row to display/print, change, copy, or delete a trip

My Trips and Expenses (Training 16, 00004322)

All My Travel Requests (2)					
All My Trips (1)					
All My Expense Reports (0)					
View: [Standard View] Display/Print Change Copy Delete Create New Travel Request					
Trip Number	Start Date	End Date	Destination	Reason	
11836	12/02/2013	12/04/2013	Boulder	SAP Conference	
11825	02/10/2014	02/15/2014	Phoenix	Blackboard conference	

- A list of all requests will be reflected under the All My Travel Requests tab
- A list of all expenses will be reflected under the All My Expense Reports tab
- A list of all travel will be reflected in All My Trips

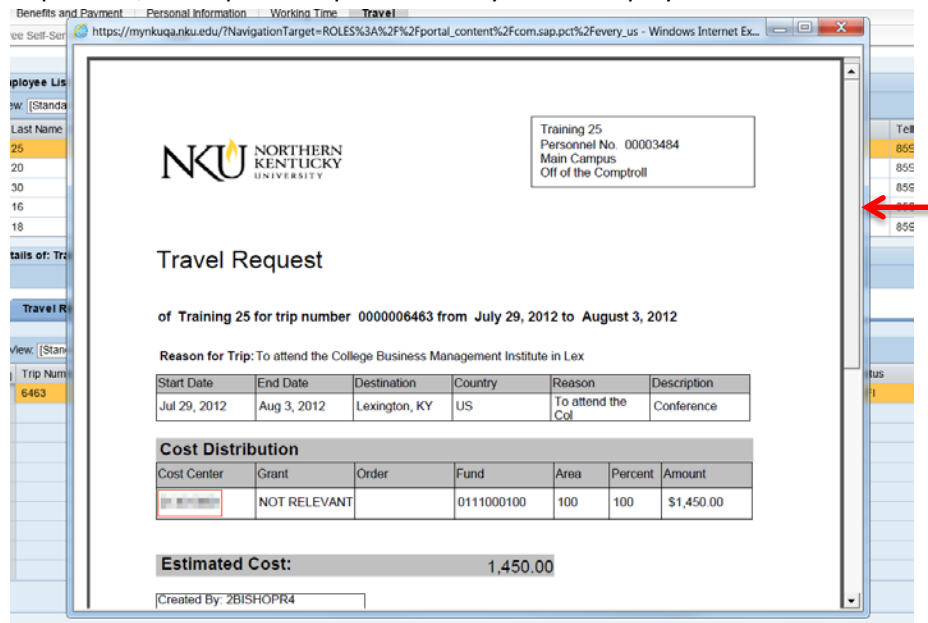
View the .pdf summary document

1. Click My Trips and Expenses
2. Highlight the appropriate row under the appropriate tab
3. Click Display/Print

All My Travel Requests (2)					
All My Trips (1)					
All My Expense Reports (0)					
View: [Standard View] Display/Print Change Copy Delete Create New					
Trip Number	Start Date	End Date	Destination		
11836	12/02/2013	12/04/2013	Boulder		

4. The .pdf file will open in a new window
 - The scroll bar may need to be used to view the entire .pdf file

Note: The pdf summary will reflect the information for the corresponding tab. If you are on the Travel Request tab, the Travel Request summary will be displayed. If you are on the Expense Report tab, the Expense Report summary will be displayed.



Training 25
Personnel No. 00003484
Main Campus
Off of the Comptroll

Travel Request

of Training 25 for trip number 0000006463 from July 29, 2012 to August 3, 2012

Reason for Trip: To attend the College Business Management Institute in Lex

Start Date	End Date	Destination	Country	Reason	Description
Jul 29, 2012	Aug 3, 2012	Lexington, KY	US	To attend the Col	Conference

Cost Distribution

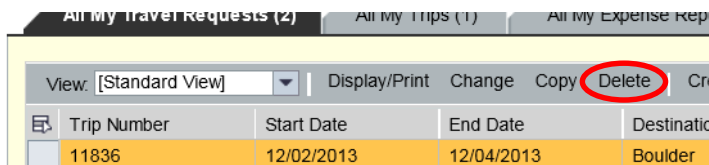
Cost Center	Grant	Order	Fund	Area	Percent	Amount
0111000100	NOT RELEVANT		0111000100	100	100	\$1,450.00

Estimated Cost: 1,450.00

Created By: 2BISHOPR4

Delete a Trip

1. Click My Trips and Expenses
2. Highlight the row that reflects the trip to be deleted
3. Click Delete



View: [Standard View] Display/Print Change Copy **Delete** Create

Trip Number	Start Date	End Date	Destination
11836	12/02/2013	12/04/2013	Boulder

- The trip details are reflected
4. Click Delete to confirm deletion

Note: Exercise caution when deleting any travel items; deleting a travel item removes the trip number completely, effectively canceling the trip

Delete Travel Request (11836)

Employee Training 16 (00004322) Today's Date 01/09/2014

Delete

 Trip has already taken place.

You are about to delete a travel request or an expense report. If you continue, the data will be permanently deleted.

General Data

Trip Number: 0000011836

Start: 12/02/2013 Time: 08:00:00 AM

End: 12/04/2013 Time: 05:00:00 PM

Location: Boulder


Country: Colorado

Reason for Trip: SAP Conference

Summary

Estimated Costs 1,250.00 USD

5. A confirmation message is reflected

 Request and expense report of trip number 0000008279 have been deleted

- The deleted trip is no longer reflected on My Trips and Expenses

Note: The commitment will be removed. Check the ZFD1 report to view the commitment information.

My Trips and Expenses (Training 16, 00004322)

All My Travel Requests (1)					
All My Trips (1)					
All My Expense Reports (0)					
View: [Standard View] Display/Print Change Copy Delete Create New Travel Request					
Trip Number	Start Date	End Date	Destination	Reason	
11825	02/10/2014	02/15/2014	Phoenix	Black	